



# **2015 HIGHLIGHTS**



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## **Our Vision:**

*“Manistee will be the community of choice on the Northwest Michigan coastline with a strong, diversified economy providing opportunities for all...a city whose prosperous past continues into the future.”*

## **Strategic Mission:**

*“To competitively position the City of Manistee as the community of choice and destination for residents and families, businesses, industry, and tourists.*

## **Our Purpose:**

*“The purpose of the Manistee City Council is to provide direction for the community on behalf of its citizens. The Council will achieve this through exemplary leadership and by being accessible and approachable for all, upholding policy, ensuring financial stability, and providing citizens with safety, economic opportunity and a better quality of life.”*

## **Three Year Strategic Goals (SG#)**

1. Economic Development and Jobs.
2. City Infrastructure.
3. Beaches, Parks and Recreational Areas.
4. Financial Stability and Continuous Improvement.
5. Intergovernmental Relationships.
6. Housing, Homelessness and Senior Citizens.

# *A Message from the City Manager's Office...*

As 2015 comes to an end we would be remiss not to thank all those City employees who through their dedication and daily actions provide services to Manistee residents and visitors. The entire community should be proud of the accomplishments of 2015, what a year!

We look forward to the challenges and opportunities of 2016.

*R. Ben Bífoss  
Interim City Manager*

## CONSTRUCTION

1. Applied for SAW grant through the State of Michigan. Manistee did not receive funding in the first cycle. The City received a Notice of Grant Application Approval on October 9; the funds would be obligated and available starting in fiscal year 2016. A grant agreement was received in November. SAW grant funds total \$1,905,000 with a local match of \$147,500 and will cover the preparation of a wastewater asset management plan and a storm water asset management plan. **SG#2**
2. Rotary / Rocket Park Playground – Received approval of site plan in December 2014; following an almost three year delay from the federal agency. DPW prepared the site by stripping topsoil and completed concrete work. Community build on June 18, 19, & 20; public dedication held July 3. Manistee Rotary Club made a \$3,000 donation toward the park. **SG#3**
3. Ad Hoc Street Committee submitted their final report to City Council on January 22. Recommendations were incorporated into Council discussions during the 2015-2016 budget process. **SG#2**
4. In the 2015-2016 budget a two-year Transportation Improvement Plan (TIP) was created. Year one included mill and fill paving operations for local streets that do not have immediate utility upgrades contemplated. The second year of the plan includes resurfacing using a slurry seal or other comparable treatment method on major streets.

2015 Street Repairs: MDOT Pothole Program provided \$25,000 to repair potholes along US-31 and was bundled with City work this fall. Bids were solicited and Elmer's was awarded the contract on September 1 in the amount of \$422,349.64. Work began shortly thereafter with a deadline of October 30 for completion. Local streets repaired using the mill and fill process were:

- Third Street from dead end to Sycamore.
- Ninth Street from Cedar Street to Elm Street.
- Ninth Street from Davis Street to Vine Street.
- Elm Street from Ninth Street to Eighth Street.
- St. Mary's Parkway from dead end to Washington Street.
- Cedar Street from dead end to Eighth Street.
- Locust Street from Ninth Street to Eighth Street.

Awarded a bid to Team Elmer's for miscellaneous road patches and paving in the amount of \$40,500. SG#2

5. Twelfth Street (Maple to Oak) – Discussions continued throughout 2015. Unless someone is willing to proceed with property acquisition through condemnation the only option for the City would be to turn this into a one-way street using the current right-of-way. Twelfth Street is designated as a major road and would need to be reconstructed to those standards. If roadway was moved to the north it would not line up with the rest of Twelfth Street to the east or west and would still require “a taking” of property. No response from the Filer Township property owners. In June Council authorized the City Attorney to initiate a lawsuit in Circuit Court asserting that Twelfth Street exists as a public road in Filer Township between Maple and Oak Streets. A summary disposition was filed in October. In December City Council passed a resolution of public necessity and will proceed with an appraisal and offer to the property owners, and pursue condemnation if necessary. SG#2, #5
6. Sanitary Sewer Evaluation Study (SSES) / SRF Master Plan – Draft report submitted by Abonmarche to MDEQ for review. In order to qualify for State Revolving Fund loans MDEQ required additional work to be undertaken. Following negotiations with Abonmarche a settlement was reached to closeout this grant and leverage the SAW grant. Abonmarche paid the City \$20,000 and provided Spicer with all the documentation. An SRF project plan will be prepared at the conclusion of the SAW grant work and will be required if State Revolving Funds are going to be pursued. SG#2
7. The Riverbank Sewer Project and Sixth Avenue Pump Station design and permits were reviewed and preliminary costs were estimated for inclusion in a 2015 capital improvement bond. Previously identified permit requirements, including HEC-RAS analysis, Act 41 permit submittals, final design, bidding and construction were completed in 2015; addendums to previous permits will be requested in winter of 2015/2016 from the MDEQ; bid project in spring of 2016; spring/summer 2016 construction anticipated. SG#2
8. Continued work on infiltration & inflow (I&I) flow monitoring. Twelve meters were installed in January of 2015 to further isolate the location of I&I into the wastewater collection system. Several flow monitoring districts have been identified with higher rates of I&I. A draft summary report is being prepared by City staff. SG#2

9. Flag Project at First Street Beach and roundabout. Local group (spearheaded by Rudy Linke and Linda Soller) began a fundraiser to collect money to construct a 70 foot flag pole for a 12 x 18 foot US flag to be displayed at First Street Beach. Volunteer project evolved into the large flag (15'x25') being located near the Lions Pavilion; with an additional six poles and flags placed in the roundabout acknowledging various military services. **SG#3**
10. Pilot sidewalk program on the northside utilizing saw-cutting procedure to address 60% of heaved sidewalks. More than 500 trip hazards were negated on the northside. Saw-cutting is one-third the cost of replacement. DPW personnel completed concrete work for new playground and sidewalk areas at Fifth Avenue Beach. Continued with program in the fall and completed repairs and spot replacements around town. **SG#2**
11. Pump Station Projects: Swidorski Brothers Excavating LLC was awarded a bid in the amount of \$69,570 for Industrial Park Pump Station repairs and upgrades. Swidorski Brothers was awarded a bid in the amount of \$68,720 for Sweetnam Pump Station repairs and upgrades. Preconstruction meeting held July 21 following receipt of DEQ permits. Both the Sweetnam and Industrial Park stations received repairs and updates in the fall of 2015. Council authorized a utility easement with Consumers Energy in conjunction with the Industrial Park pump station for underground three-phase electric lines and a new transformer. **SG#2**
12. Completed annual hydrant flushing program In July using the summer crew. Mains were cleaned prior to taking the Maywood Tank out of service for painting. Hydrants were painted and reflective flags installed. Industrial Painting was awarded the contract for painting the Maywood Tank in the amount of \$139,800. Contractor finished required welding work in August and the tank painting was completed by mid-October. **SG#2**
13. CSO Monitoring – A transducer was placed at CSO 018 in late 2014. CSO events were recorded in 3 minute intervals throughout 2015 and reported to the MDEQ and Manistee News Advocate. An update on the City's one remaining CSO (018) at Fifth and Ramsdell was provided to City Council in September. **SG#2**

14. Continued to work cooperatively with Manistee Township, AES, Manistee County and the LRBOI to formalize a water franchise agreement in Manistee Township. Discussions continued throughout the year. Completed Utility Rate Study by Burton & Associates.

At their meeting of September 1 City Council took action to approve a Manistee Township Water Agreement. Manistee Township action still pending. SG#2,#5

15. Continued discussions with Filer Charter Township on an agreement for utility services. Following Filer's cancellation of the previous three agreements both sides came to an agreement on two underlying principles: city customers should not subsidize Filer customers and Filer customers should not subsidize City customers; and both entities need to trust each other. The City will continue to work cooperatively with Filer Charter Township to explore connecting into the City WWTP. SG#2, #5
16. Completed construction of a MDOT approved commercial driveway entrance to the M-55 Non-Motorized trail system as required under a previously issued MDOT permit. SG#3
17. DPW submitted application to the Michigan Department of Environmental Quality for renewal of the NPDES permit. Requested extension of schedule to close CSO#018. SG#2



## GOVERNANCE

1. 2015 - 2016 Fiscal Year Budget and Capital Improvement Plan was approved. Work sheets were distributed in January and department directors were asked to pay more attention to future capital needs in the General Fund. Budget continues to be challenging with more needs and initiatives than funds available.

Budget recommendations were published March 26 and introduced to the Council and public on April 7. Work sessions and public hearing were held in April. Budget document adopted May 12, 2015 and includes a \$6,068,621 General Fund Budget. Millage was set at 17.7612 mills for the General Fund and 1.15 mills for the Refuse Fund. There was an 6% rate adjustment to water and sewer; charges established at \$2.67 and \$7.32 per 1,000 gallons respectively. Refuse monthly user charges were established at \$3.85, \$7.70 and \$11.55; depending on the level of service selected. **SG#4**

2. Approved budget amendment 2015-01 for fiscal year ending June 30, 2015 to address unanticipated or unbudgeted events or expenditures. Required by law to ensure actual expenditures do not exceed budgeted amounts. **SG#4**
3. Approved Main Street Downtown Development Authority Budget for 2015-2016. **SG#5**
4. Initiated Charter review by the City Clerk and City Attorney for clarifications and sections that are outdated or no longer applicable.
5. Anderson Tackman presented June 30, 2015 audit to City Council on November 4. **The audit shows a General Fund Balance of \$1,051,792; a decrease of \$35,246.** Manistee had a clean (unqualified) audit opinion, no deficiencies in internal controls, and no instances of non-compliance under Government Accounting Standards. **SG#4**
6. Three Council seats were up for election in November. Candidates on the ballot were: Second District Lynda Beaton, Edward Cote, Kathy Fenstermacher, Fourth District Robert Goodspeed, Sixth District Mark Wittlieff. At the Organizational Meeting in November, City Clerk Michelle Wright swore in Lynda Beaton, Robert Goodspeed, and Mark Wittlieff. Council elected Colleen Kenny as Mayor and Eric Gustad as Mayor Pro-Tem.

7. Approved a five-year contract extension with Republic Waste that included a new program for a once per month bulky item pickup for each residential address.
8. Mayor Pro-Tem James Smith attended the annual MML Capital Conference in March. SG#4
9. Deer herd cull was authorized and scheduled for last January to harvest 50 deer within the City limits. Council reversed their decision and decided to study the issue further. Appointed an Ad Hoc Deer Herd Committee in June. Committee met and researched the issue in depth; sponsored an ordinance amendment to ban the feeding of deer and other mammals which was adopted by Council in October. Committee met or talked with Humane Society Director, DNR Biologist, USDA representatives. A report and recommendations were presented to Council in December 2015. SG#5
10. City Assessor: Council approved a separation agreement with the City Assessor who retired effective March 22. Advertised on the MML website, Michigan Assessor website, Township Focus website and in the Manistee News Advocate for a Level II Assessor; search resulted in only two applications. Council desired to maintain an assessor position rather than contract. Due to assessment roll calendar, sent out RFP for a contracted assessor for one year. City Council chose Great Lakes Assessing and Molly Whetstone began her duties in early July.

Assessor's Office continued to address Tax Tribunal appeals and successfully participated in settlement conferences. A schedule of public hours was published. The Finance Department is able to provide copies of property record cards and phone calls are transferred to the Cadillac office when no one is in the local office.

County Planning Department was requested to provide address assignment service for the City as they currently provide this service to all of the townships; a service previously handled by the Assessor's Office.

11. City Manager Recruitment Process: Interim Manager Ben Bifoss began work April 6. Manistee News Advocate filed Open Meetings Act violation in conjunction with Council's decision to end employment with previous manager; following investigation by the Michigan State Police this allegation was dismissed.

In April Council selected the Michigan Municipal League to perform the recruitment process at a cost of \$15,000. Steps included community profile, candidate profile, culture of the organization, advertisement, collect resumes, initial screening, confidential matrix, short list of potential interviewees, interview guide, schedule interviews, and process closeout.

Special meeting held July 28 to narrow the field of candidates to interview. A "Meet the Candidates" reception and tours held August 10, with formal interviews by City Council on August 11 in a special meeting. Conditional offer of employment to Patrick Jordan; withdrew August 18; conditional offer of employment to Kevin Bookout; withdrew September 2.

At their meeting of September 15 Council decided on an expanded course of action, to offer a second interview to Tim Wolff, offer a first interview to two additional candidates, and offer an interview of Public Safety Director David Bachman; while simultaneously re-advertising the position through October 9. Mr. Wolff withdrew September 18. Council completed three interviews on October 5 and a fourth on October 12.

Conditional offer of employment to Mr. Thad Taylor on October 12; Mr. Taylor accepted the position and began his first day as City Manager in early December.

12. In September Mayor Pro-Tem Jim Smith and Councilman Roger Zielinski attended the Annual Michigan Municipal League Convention in Traverse City. **SG#4**
13. Authorized a two-year contract extension with Huron Tackle Company for the removal of fish waste from the Fish Cleaning Station and perform general upkeep of the facility. **SG#2**
14. Interim City Manager Ben Bifoss, Councilmember Eric Gustad and DPW Director Jeff Mikula attended the annual County Regional Summit in September. **SG#4**
15. Council approved a Notice of Sale Resolution and Bond Ordinance for Water and Sewer Revenue Bonds in an amount not to exceed \$2,770,000 for a number of capital projects regarding the ongoing maintenance and operational needs of the water and sewer utility. **SG#2**

16. Ramsdell Theatre and Hall – rescinded the Ramsdell Theatre Governing ordinance to allow the Theatre to operate as a department. A request for proposals was sent out for a market study and business model. Johnson Consulting began their interviews in July. **SG#4**
17. Three elections were held in 2015: May 5 special election, August 4 special election and the general election in November. Clerk's Office completed required Public Accuracy tests.
18. The three-year contract between the City of Manistee, Manistee County and the Alliance for Economic Success expired on September 30, 2014. Following discussions to renew the contract, Council took action to enter into a new three-year agreement through December 31, 2017. **SG#1,#5**
19. Various departments assisted with the annual Tight Lines for Troops event in May. Committee has voted to bring the event to the City Marina in 2016. Dave Bachman and Roger Zielinski have joined the committee.
20. Assisted the State Waterways Commission when they conducted their June meeting in Manistee at the Municipal Marina Open Space. City Staff provided tours of local projects. **SG#5**
21. City Engineer prepared a City map for the Police Department in an effort to better track crime areas.
22. Parks Commission completed their annual bus tour of park properties on September 17. **SG#3**
23. Continued to work with MDNR / U.S. Forest Service to protect nesting sites of endangered Piping Plovers north of Fifth Avenue Beach. This was the eighth year that the Piping Plovers selected this site. **SG#5**
24. Participated in regular meetings between the LRBOI, County and Manistee Township for better communication between the entities. **SG#5**
25. City Attorney provided an educational session to City Council in September on the general provisions of the Open Meetings Act (OMA) and the impact of technology.

26. Fire Department hosted an open house on October 10 for annual Fire Prevention Week.
27. Amended the development agreement with Amptech, Inc. waiving the reimbursement fee. **SG#1**
28. Authorized the DDA to award a contract for repainting the Riverwalk railing to the low responsible bidder in an amount not to exceed \$30,000. Project should be completed spring of 2016. **SG#3**
29. Updated the verbal contract with Gockerman, Wilson, Saylor & Hesslin law firm for City Attorney services. The terms of the new written contract memorializes terms that have been in place since 2009.
30. Authorized a riverfront lease assignment from Little River Management LLC to Nancy Carol Croasdell.
31. Approved a resolution establishing a Manistee Main Street Redevelopment Project Area for the issuance of liquor licenses. Manistee Inn and Marina received a resolution of support for their liquor license application.
32. Continued public tours of City Hall, Ramsdell Theatre and the Fire Station.
33. Lighthouse Park – Undertook testing for possible arsenic. Test results showed arsenic levels in the structure's wood and underlying wood chips and surface soils. Anything constructed with treated wood during this time period has arsenic in it. Researched how other communities are handling similar playgrounds. Council discussed the available options and costs at their October 20 meeting and will be scheduling a public hearing in the near future. **SG#3**
34. Entered into a master agreement with the Manistee United Methodist Church to address a variety of issues between the Church and Ramsdell Theatre regarding drainage, alley encroachment and parking. **SG#5**
35. Entered into an agreement with West Shore Medical Center to provide utility services to 315 Oak Grove Street in Manistee Township. **SG#2,#5**

36. Entered into an agreement to provide sanitary sewer services to 7 Park Avenue in Manistee Township. SG#2
37. The Election Commission approved the permanent consolidation of election precincts as permitted by the State Bureau of Elections. Beginning 11/4/15 there will only be two voting precincts instead of seven. This does not change the City Council districts. Improved efficiencies and cost savings in election expenses will be gained. SG#4
38. Amended lease agreement with New Cingular Wireless for telecommunications equipment on the Industrial Park water tank. Reduces the annual escalator amount, in return the City received a seven year rent guarantee. SG#4
39. City continues to use social media like Facebook to inform the public. This page is not intended to be a forum for public debate or discussion; rather is used to disseminate information in a timely manner to residents and visitors. There are currently more than 1,400 likes/fans of the City's Facebook page. If you haven't already done so, please like our page!
40. Approved a one year agreement with Manistee County and the County Prosecutor's Office for services rendered.
41. Approved an Assignment and Assumption Agreement with T-Mobile Central, LLC and Agri-Valley Broadband, Inc. for a lease on the Industrial Park water tower.
42. Renewed license agreement with the Lamar Companies for five billboards on M-55.
43. A Committee consisting of Heather Pefley, Kelly McColl, Mary Bachman, Kathie Boyle and Cindy Lokovich selected the Manistee County Holiday Hope Team as recipient of items donated to the Mitten Tree hosted at City Hall. The tree quickly filled with winter accessories. Toys for Tots donation barrel was also hosted and filled by employee donations.

**Manistee News Advocate – Best of People’s Choice Awards:**

- Best Law Officer – Jeff Pefley
- Best Fire Fighter – James Henderson

**Business Registrations:**

- Happy Hippie, 81 Division Street
- Redeemed, 172 Memorial Drive
- Spicer Group, 302 River Street
- Miss to Mrs Plus, 283 River Street
- MlCellular Clinic, 320 First Street
- Bloomers Flower Shop, 84 Cypress Street
- Gotcha Covered, 50 Filer Street, Suite E
- Brightlines Wireless, 85 Cypress Street

**Parcel Splits / Combinations:**

- 321 Fifth Street / 510 Cypress Street
- 433 Elm Street / 486 Bryant Avenue

**Special Use Permits:**

- None

**Bylaw Updates for:**

- None

**Banner Applications:**

- Snowshoe Stampede
- Tight Lines for Troops
- USS Liberty Plaque Dedication
- Manistee National Forest Festival
- Manistee World of Arts & Crafts
- Grapes on the River
- Downtown Sidewalk Sales
- Paint the Town Pink
- Victorian Sleighbell Old Christmas Weekend
- Toys for Tots / Gifts for Teens



**Policies:**

- CP-20 FOIA Procedures and Guidelines

**Ordinance Amendments:**

- 15-01 2015 Water Supply & Sewage Disposal System Revenue Bonds
- 15-02 Repealing Chapter 1420 – Building Code/Building Inspections
- 15-03 Chapter 1482 – Residential Rental Properties
- 15-06 Repealing Chapter 253 – Ramsdell Governing Authority
- 15-07 Amending Chapter 606 – Animals
- 15-09 Amending Chapter 289 – Parks Commission
- 15-10 Amending Chapter 606 – Animals – Feeding Ban

**Zoning Ordinance Amendments:**

- Z15-04 Peninsula District
- Z15-05 Green Infrastructure Language
- Z15-08 Article 5: General Provisions, Chickens & Ducks

**Resolutions:**

- RES 15-01 Notice of Sale-Water Supply & Sewage Disposal System Revenue Bonds
- RES 15-02 Support – Redevelopment Ready Communities Certification
- RES 15-03 Support – Manistee County-Wide Park & Recreation Plan
- RES 15-04 Proclaim April as Parkinson's Disease Awareness Month
- RES 15-05 Thanks & Appreciation – Administrative Professionals Day
- RES 15-06 2015-2016 Budget Adoption List
- RES 15-07 FOIA Procedures & Guidelines and Summary
- RES 15-08 Reschedule July 2015 Board of Review
- RES 15-09 Establish MSDDA Redevelopment Project Area
- RES 15-10 Manistee Inn & Marina Liquor License
- RES 15-11 Residential Rental Services Change in Fees
- RES 15-12 Source Water Protection Policy & Administration Procedures
- RES 15-13 Support-Manistee National Guard Armory & Bravo Troop
- RES 15-14 Support-Enhancement of Veterans Park
- RES 15-15 Alternate date for December Board of Review
- RES 15-16 Poverty Exemption Guidelines
- RES 15-17 Twelfth Street



**Annual Council Authorizations:**

Participated and assisted in various annual community festivals and events and authorized many fundraising opportunities for area nonprofits.

- Rotary Club Bottle Drive
- FiveCAP Walk for Warmth
- Annual St. Patrick's Day Parade
- World of Arts and Crafts
- Support for County-Wide Park and Recreation Plan
- Parkinson's Disease Awareness Month
- LOVE Inc. Fundraiser
- Event Signage for American Legion
- Parliamentary Law Month
- Healthy Active Manistee Events
- Labor Day Bridge Walk
- Ride of Silence
- Administrative Professionals Week and Day
- American Legion Poppy Sales
- National Day of Prayer
- Annual Memorial Day Parade and Ceremony
- USS Liberty Plaque Dedication and Banner
- Lion's Club White Cane Sale
- Proclaimed Safe Boating Week
- VFW Buddy Poppy Campaign
- Back to the Bricks Car Show
- Forest Festival Events
- Event Signage for Manistee Eagles
- Salvation Army Bell Ringing Fundraiser in July
- Grapes on the River
- Conservatory of Dance Bottle Drive
- Pathway of Hope 5K Fun Run
- Manistee County Humane Society Tag Day
- Strutt Your Mutt on the Riverwalk
- Resolution of Support for Armory and Bravo Troop
- Paint the Town Pink
- MHS Homecoming Parade
- Hops & Props on the River
- Run for Recovery 5K Run/Walk
- MCC Homecoming Parade
- Boos, Brews & Brats 5K
- Turkey Bowl Fundraiser
- Sleighbell Parade and Old Christmas Weekend

# COMMUNITY DEVELOPMENT

## 1. Local Revenue Sharing Board:

### 2015 Cycle I:

Fire – Life Pak Heart Monitor \$15,000, approved

Police – Two Tactical Ballistic Vests \$3,000, approved

Fire – Paramedic Tuition \$12,000, denied

### 2015 Cycle II:

Fire – AED Replacement \$8,214, pending

Applied for Third Most Eligible Unit prior to the January 2, 2015 deadline. LRSB selected the City of Manistee to fill this position on the Board and Mayor Colleen Kenny retained this seat.

The City has received approximately \$1,155,152 from the Local Revenue Sharing Board since 2000. **SG#4**

2. The City submitted a Community Development Part 1 application for a Blight Elimination grant to the MEDC on January 15, 2015 on behalf of River Parc Place II LLC. This is the first step in the revitalization process. The City will need to perform an environmental review, provide a letter of support, and take a development agreement to City Council. **SG#1**
3. Staff finalized the Redevelopment Ready Communities (RRC) application in January. The MEDC scheduled their report of findings to City Council on February 17, 2015. Adopted resolution to implement RRC recommendations. Annual meeting held in June with City Council, Planning Commission, Historic District Commission and Zoning Board of Appeals to identify redevelopment ready sites as required for certification. Staff developed marketing packets for the top sites which have been featured in the Opportunity Michigan publication. **SG#1, 2**
4. The Manistee Fire Department received a FEMA grant in the amount of \$47,620 to purchase and install an exhaust management system at the Fire Station. The grant obligated the City to a 5% match of \$2,380 and an additional 5% fee of \$2,380 to the grant writer. **SG#2**

5. City entered into negotiations with Dave Ludwigson, owner of the remaining private lot on Man-Made Lake. Mr. Ludwigson expressed an interest in swapping his property for the two remaining parcels on Monroe Street. Discussions continue.
6. Took court action to raze 66 Clay Street. The District Court found that the property owner did not comply with the Court's order and authorized the City to demolish and remove the structure. In January received three quotes to demolish the home at 66 Clay Street. Carl's Excavating submitted the low bid and demolition was completed by the end of January. Updated the demolition RFP process for the future.
7. Volunteer group organized a Riverwalk cleanup in early May; DPW provided garbage bags and removed what was collected.
8. Assisted Blossom Boulevard with soil supplementation, tilling and traffic control. Committee reduced the area planted again this year. A meeting was held in November to discuss the future of this volunteer program.
9. Brownfield Plans & Discussions:
  - Council approved a Brownfield Plan for the South Washington Street Area Redevelopment Project (former River Parc / North Channel Outlet properties) in 2014. Status – in process.
  - Hotel Northern – pending.
  - Authorized payment for Lighthouse Park testing.

Significant City involvement will be required to keep these projects moving forward. Partners include the DDA, Planning Commission, Historic District Commission, Brownfield Redevelopment Authority, MEDC, MSHDA and developers. SG#1,2,4,5,6

10. County Planning Department contracted to assist with completion of the Master Plan. Public input session held on October 15, 2015. Planning Commission worked on goals and objectives in November with a draft of the plan to be released for public input in December/January. The new plan should be adopted in early 2016. SG#2

11. On March 2, 2015 received notification that the City was accepted in the Michigan Certified Local Government Program. This program could provide additional grant opportunities.
12. Denise Blakeslee attended the Michigan Association of Planners conference in Detroit where she was a presenter for the course in "Small Communities Doing Big Things."

## OPERATIONS

1. Winter 2014-2015 – Annual run water notices sent out beginning January 1. The winter mirrored 2014 with the number of freeze-ups experienced. City opened up the Municipal Marina facility for showers and laundry facilities. Distributed bottled water to those homes affected. The City issued a run water mandate at the end of February. Purchased and utilized jet deicer to assist thawing frozen water lines. Welder became less effective on lines that were frozen for a while. Hired three private contractors to dig up services at the curb stop and shoot hot pressurized water into the laterals until they broke free. Six to seven crews worked seven days a week for several weeks. Second year in a row that a run water notice impacted the flows at the Wastewater Treatment and the NPDES permit. Frost was six feet into the ground. Looking at purchasing a commercial power-washer that could be used to thaw service lines in the future. More public education is needed on run water notices; some accounts ran enormous amounts of water. A review of the frozen water policy is anticipated prior to winter. SG#2
2. In 2014 prepared RFPs for contracted building and rental inspections with the retirement of the Building Inspector. No bids received. Discussed remaining options; to contract or return to the State of Michigan. Transitioned the program to the State on March 31. Mark Hansen retained his certification but returned to Facilities Manager duties. SG#4
3. Completed contract reopener with the USW regarding wages and health insurance. Completed three-year contract negotiations with the POAM/COAM and the IAFF unions.
4. The Board of Review met in March, July and December hearing valuation, poverty exemption, principal residency, mutual mistakes of fact and conditional rescission appeals.
5. Blight issues moved from the Building Inspector's Office to the Police Department with the retirement of the Building Inspector. Officer John Fraass assumed the duties of Blight Officer and provided regular updates to the Manager and City Council on actions to address blight complaints.

6. Completed fourteenth year of beach sampling program. City financially responsible for all samples. DPW reached an agreement with the County Health Department for the City to undertake the local beach monitoring program. City can do the program more economically and avoids higher charges from the Health Department. SG#3, #5
7. Advanced Life Support / Transport continues to be a well-received program and has generated revenues exceeding half a million dollars, minus the expenditures that were incurred by the Fire Department to move to this level of service to the community. SG#4
8. Council approved a contract with the Spicer Group to act as the Rental Inspection Service Provider on behalf of the City. The City fee schedule was amended to reflect the fees as stated in the contract. Following award Spicer opted to work with the former building inspector Mark Niesen to perform these services. SG#4
9. Intergovernmental cooperation with Road Commission / MDOT on equipment, seasonal sand removal and leveling of beaches, street sweeping, sewer cleaning, guard rail repairs, etc. SG#5
10. Continued to explore/implement GIS. The 2015 SAW grant will result in the GIS system being expanded to include substantial data related to the streets, wastewater, and storm water collection systems. City/County partnership has ended and City continues to use consultant. SG#2
11. Continued quarterly financial and investment updates to City Council. SG#4
12. Skating Rink – Teen Center turned into warming shelter in late December. Using the new rink system, the rink was open from early January to early March except during a vandalism incident and warmer weather in January. SG#4
13. Facilities Manager performed several weeks of window maintenance/painting at both the Ramsdell Theatre and City Hall using a rented lift. SG#2
14. Employees from the DPW attended the International APWA Snow Conference in Grand Rapids this past April.

15. Replaced the boiler system at City Hall due to a leak in the heat exchanger. The option to replace cost approximately \$9,400 with a life expectancy of 15 years. SG#2
16. DPW continued their water statistical evaluation program for the replacement of water meters that was started in 2014. A review of water billing records uncovered discrepancies from flows to what is billed for two inch meters at MAPS, County Jail, Best Drug, Medical Care Facility, Harbor Village, Manistee Car Wash; issues have been resolved. Continued to work on illicit connections and roof drains. Installed flow monitors. Worked with Michigan Metering on potential for 23 accounts over-billed and 73 accounts under-billed. Michigan Meter is the only Neptune dealer in the State of Michigan. Their spreadsheets will be our guide in moving forward and will track the age of meters, recovery payback, size of meters and other information. Purchased new large water meters due to loss of revenue from age and the way readings were entered into billing system. Contracted with Jody Banks to provide lead operator services for the WWTP on a short term basis until a utilities director was hired. SG#2, #4
17. Web page administrators Ed Bradford and Denise Blakeslee worked with Civic Plus on a redesign of the City web page that should be launched in January 2016.
18. The City Water Department received a grant in the fall of 2014 to begin updating the Wellhead Protection Program. A wellhead protection meeting was held at City Hall on January 6. Since that time the team has worked with Michigan Rural Water Association on updating the contaminated source inventory, developing an education plan, and reviewing zoning language. Another grant is being applied for that will assist with implementing the program. City Council approved a resolution of support for the grant application in July. SG#2
19. DPW worked with Morton Salt on a pre-wetting system for winter maintenance. Using brine to pre-wet the salt activates the melting process quicker and allows reduction in salt consumption.
20. Installed four new way-finding park signs at North Beach Access, Man-Made Lake, Rietz Park, and Sands Park. Miscellaneous signs were also added for dog-friendly areas.

21. Vendor of Record Agreements:
  - Three-year contract for plumbing services with Personal Plumbing, Inc.
  - Three-year contract for mechanical/HVAC/Water Testing services with Custom Sheet Metal and Heating, Inc.
  - Three-year contract for electrical and automation control services with Top Line Electric, LLC.
22. Finance Director created database for the DPW to assist in tracking street work.
23. Spicer Group/DPW completed mobile mapping in May. DPW assisted by painting manholes to help with delineation and marked 3,000 curb stops. 1.5 terabytes of data were produced and will be used for future SAW grant work and for design on future utility and road projects. Spicer provided training to appropriate city personnel that may use the information collected. **SG#2**
24. Continued Roadsoft and Paser updates in 2015. Worked on prioritized list following the Asset Management Plan guidelines. **SG#2**
25. Annual Tree Program – Contract awarded to Anthony's, planting will occur in the spring of 2016. **SG#3**
26. Re-advertised for beach concessions in April. Parks Commission interviewed the candidates and recommended Eddie Scott as the concessionaire at Fifth Avenue Beach for 2015 and 2016. Both concessionaires reported good business over the summer. Fifth Avenue concessionaire failed to be open during the long Labor Day weekend. Parks Commission voted to recommend re-advertising Fifth Avenue for 2016.
27. Technology Updates: Changed and upgraded city cell phone program; upgraded file servers; well control upgrades; Laserfiche updates on work flow project management; swapped out server in the Police Department; switched to hosted email.

Installed E-Panic buttons on city computers in June for heightened security in offices. Some accidental false alarms but system worked well when it was needed in the Finance Office. Situational training and training on using the system has been requested.



28. DPW worked with the DDA on the Riverwalk maintenance contract. The city received no bids for this work so worked with the City's previous contractor to provide these services. SG#5
29. WWTP completed sludge haul; emptied out and cleaned bio tank and digesters. The underside of the digester cover paint was inspected for condition of corrosion protection. SG#2
30. Continued to address electrical issues with Maple Street Bridge. SG#2
31. Police Department received a traffic grant for seat belt enforcement in August and September.
32. Discovered erosion problem along the Riverwalk behind Riverside Motel. Cost range: \$60,000 to \$240,000. Foot traffic was restricted to the south edge in this area. Options will be researched, including potential grant funding options, and action is anticipated in 2016. SG#3
33. Spicer Group completed a study to determine the capacity and assess any improvements needed at the Arthur Street Pump Station. Budget cost estimates for suggested improvements and maintenance work were provided to the City. In addition to the study, odor and corrosion concerns at the Jerumbo pump station were evaluated and recommendations were provided to the City. SG#2
34. Paramedics started weekly visits to Century Terrace and Harborview to do blood pressure checks and medication records in an effort to reduce calls for service. It has been very well received.
35. Mark Hansen replaced the rear doors at the fire station and an automatic door opener was installed.
36. Accepted a bid from FHC Mechanical Contractors in the amount of \$30,923 for the installation of five slide gates and two exterior doors at the Wastewater Treatment Plant.

37. Continue to utilize ePackets for City Council meeting agendas using iPads and Dropbox for all Councilmembers and Department Directors. Agenda packets are no longer mailed or emailed and are regularly posted on the City's website at [www.manisteeemi.gov](http://www.manisteeemi.gov). While on the City's website, click on the "Notify Me" button. You will be able to sign up for regular email updates on a variety of subjects. We also post Council and other board and commission dates on Facebook ([facebook.com/CityofManistee](https://www.facebook.com/CityofManistee)) with a link to the agenda packet. Please like our page and get regular updates this way too.

### **Equipment Purchases:**

- Pioneer Portable Pump \$43,015
- Cummins 150 Kilowatt Generator for Renaissance Park \$45,410
- Two Phillips Mrx Cardiac Monitors \$23,130
- Articulated Wheel Loader \$79,930.05
- Ford F150 Pickup Truck \$24,852.88
- Ford F250 Pickup Truck \$26,085.38
- Ford F350 Pickup Truck \$26,953.38
- Tandem Axle Snow Plow / Haul Truck – Cab & Chassis \$94,145
- Tandem Axle Snow Plow / Haul Truck – Equipment \$73,461.41
- Tandem Axle Snow Plow / Salt / Sand Truck – Cab & Chassis \$94,145
- Tandem Axle Snow Plow / Salt / Sand Truck – Equipment \$107,909

### **Employee Hires / Retirements / Promotions:**

- City Assessor Julie Beardslee retired as of 3/22/15 with 24 years of service.
- Mike Hiller retired from the Water Department on February 27, 2015 with 37 years of service.
- Jody Banks left her position at the Wastewater Treatment Plant with 8 years of service.
- Detective Sergeant John Riley retired from the Police Department with 24 years of service effective May 1, 2015.
- Mitch Deisch left his position of City Manager with 13 years of service.
- R. Ben Bifoss appointed Interim City Manager beginning April 6, 2015 to help the City during the recruitment process for a new City Manager.
- Chris Franckowiak promoted to fulltime in the Police Department on May 3, 2015.
- Officer Douglas Van Sickle began his employment with the Police Department on August 10, 2015.
- James Riley started August 3, 2015 as a water operator.
- Officer Josh Glass promoted to Detective Sergeant as of May 3, 2015.
- Officer Medacco accepted a position with the LRBOI and left June 18.

- Hired Deputy Director of Utilities Rick Mohr who began work on September 14, 2015.
- Hired Kelly McColl who began work as the Administrative & Utility Clerk on October 19, 2015.
- Hired Jake Szymanski for the WWTP on November 16, 2015.
- Thad Taylor was appointed City Manager and started work on December 8, 2015.

#### **Training / Certifications: SG#4**

- Steve Schmeling graduated from the medical first responder course held by the Manistee County Firefighters Association.
- Heath Darling attended a two-week executive training session at the National Fire Academy in Emmetsburg, MD; part of a multi-year program.
- Jim Henderson earned his bachelor's degree from Baker College in the fall and has been accepted in the Master's program at Columbia Southern University.
- John Peddie received his state paramedic license.
- Doug Dominick received his state paramedic license.
- Mark Hansen – received certification for underground storage tanks.
- Heather Pefley completed her three year treasurer certification in April. Completed second year at Michigan Municipal Clerks Institute.
- Jeff Mikula and Brandon Prince successfully completed APWA Winter Maintenance Supervisor Workshop in Grand Rapids on April 12.
- Mary Bachman renewed her State of Michigan P&C insurance license in February and attended several training opportunities for compliance with the Affordable Care Act.
- Michelle Wright attended the MMII Advanced Institute in April and attended the MGFOA Back to Basics I training in April.
- Brent Haskins began the 15 month paramedic program June 1.
- Heath Darling graduated from WSCC with an associate's degree.
- DPW Director Jeff Mikula attended second year of Michigan Public Services Institute in September.

## **DIRECTORY OF OFFICIALS - 2016**

Mayor Colleen Kenny  
Mayor Pro-Tem Eric Gustad  
Councilmember Lynda Beaton  
Councilmember Roger Zielinski  
Councilmember Robert Goodspeed  
Councilmember James Smith  
Councilmember Mark Wittlieff

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City Manager Thad Taylor

## **DIRECTORY OF OFFICIALS - 2015**

Mayor Colleen Kenny  
Mayor Pro-Tem James Smith  
Councilmember Edward Cote  
Councilmember Roger Zielinski  
Councilmember Robert Goodspeed  
Councilmember Mark Wittlieff  
Councilmember Eric Gustad

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City Manager Mitchell D. Deisch  
Interim City Manager R. Ben Bifoss